

# Adding And Editing Your Contact On PPM+

Contents Page

Pages 2-4 - Adding Your Contact

Pages 5-7 - Editing Your Contact

Page 8 - Useful Contacts



# **Adding Your Contact**

2

If you have not already created a contact on PPM+, the **My Details Creation Wizard** will appear when you log in. The steps to follow to create a contact are shown below.



Warning	Missing Details		
Search			
Details	Your user account does not have a contact associated with it, to enable sharing and referencing in activity. This process should not take more than a few minutes but you can click Cancel to complete it next time you log on to ppm+.		
Ø Addresses	Simply click Next to start.		
Cancol	Novt		

## Click on **Next** to begin.





Search for your name to see if you already have an existing contact (you may have an existing contact if you have previously worked for the Trust). Select your contact if it appears in the search results. If no contact is found *click Next.* 

For further information please contact: leedsth-tr.ImplementationTeam@nhs.net or call 0113 20 (60599)

 $[\mathbf{3}]$ 

y Details Creation Wi		×
Warning	Details	
Search	Type *	
Details	Nurse	$\checkmark$
O Addresses	Title	
	Ms	$\checkmark$
	Forenames *	
	Your	
	Surname *	
	Name	
	Position / Job Title	
	Registered Nurse	
	National Code (e.g. GMC/Other)	
	123456789	
Cancel	< Prev	Next >

In the **My Details** section complete the fields shown. Please note the asterisk '\*' indicates which sections are mandatory. When finished click **Next**.



• Warning	Addresses			
Search	( The Address of the			
O Details	Futer Addresses			
Addresses	Show Active	~	Sort by address ascending	
	Active Addresses 0			+ Add
	No Addresses.			

Click on **Add** to add your address, if you work across multiple sites you can add more than one. 6



Select or add your department and click **Next**. Then click **Save** to complete contact information.



## **Editing Your Contact**

5

You can edit your contact details at any time in the **My Details** link from the user menu shown below.



On your **PPM+ homepage** click the dropdown arrow in the top right hand corner and then click on **My Details**. You can edit your contact details at any time.

2

Details	Details	
Specialties	Туре *	
Addresses	Admin	~
Teams	Title	
Linked Account	Miss	~
	Forenames *	
	Hannah	
	Surname *	
	Johnson	
	Position / Job Title	
	Project Support Officer	
	National Code (e.g. GMC/Other)	

In the **My Details** section you can edit or add to any of these fields. When completed click **Save** or click **Next** to move on to the next section.



Details	Specialties		
Specialties	The Quelling		
Addresses	Filler Specialities		
Teams	Show Active	Sort by name ascending	~
Linked Account	Active Specialties 🕕		+ Add
	Adding Specialties is optional.		
			-

6

Click **Add** and select your speciality, you have the option to select multiple specialties this section.

4

Details	Specialties		
Specialties			_
Addresses	Filter Specialities		
Teams	Show Active   Sort by name a	scending	;
Linked Account	Active Specialties 2	C	+ Add
	Allied Health Professional	960	Activ
	Main Main	190	Activ

The first speciality you add will automatically be your *main* speciality, by clicking the blue drop down arrow you can remove or make another speciality your *main speciality*.





7

By using the add button you can add additional Trust sites and select one to make your **'active'** or **'main'** location.

6

Details	Specialties		
Specialties	Filter Specialties		
Addresses			
Teams	Show Active	ascending	÷
Linked Account	Active Specialties 2		+ Add
	Allied Health Professional	960	Active
	Mark as main Remove	190	Active
Cancel	< Prev	Next >	✓ Save

Click on the **blue arrow** to customise your associated period to that site and edit communication information for the specific location you work in.

Remember to click on **Save**, once finished



### **Useful contacts**

## Please contact the Implementation Team for Digital support & Training:

Handover, Specialist Referrals, PPM+ Mobile, e-Obs, PAWS

#### Ext: 60599 leedsth-tr.ImplementationTeam@nhs.net

## Please contact the Informatics Service Desk at x26655 or informaticsservicedesk.lth@nhs.net to:

- Reset your password.
- Report a problem you are having within PPM+ functionality.
- Report a data quality problem within PPM+.
- Request new user accounts for PPM+.
- Disable PPM+ accounts for any leavers from your department.

#### Please contact the PPM+ EHR team at leedsth-tr.EPR@nhs.net if you

have any development ideas or comments on your experience of using the EHR.

If you would like to make a request for change to PPM+, please contact us **at: leedsth-tr.EPR@nhs.net with a completed Request For Change (RFC)** form available here.

### Please contact the IT Training Department at ITTraining.LTHT@nhs.net

if you require further training on PPM+ or any other Clinical System.

#### PPM+ Help Site: https://www.ppmsupport.leedsth.nhs.uk/